

**Request for Quotation**  
**Transportation of Construction Materials in Pashtun Zarghon, Chesht-e-Sharif, Kushk-e-Kohna, Obe, Shindand & Karukh of Herat Province**  
**RFQ Reference No: AFKAB.2023.Oct.001**  
**Date: October 8, 2023**

**From:** ActionAid, Afghanistan

**Subject:** Request for Bids/quotations – **Transportation of Construction Materials in Herat Province**

**Project location:** Multiple Locations in Pashtun Zarghon, Chesht-e-Sharif, Kushk-e-Kohna, Obe, Shindand & Karukh of Herat Province

**Deadline for Submission:** 4:00 PM local times, Oct 15, 2023

**Bid submission Address:** ActionAid Afghanistan, House no. 11, Street no. 11, Old Toumani, District 10, Kabul, Afghanistan.

### **1. Background:**

ActionAid, Afghanistan is non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa and Latin America and part of a strong network of South Asia program and currently involved in community development activities in over 7 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan, ActionAid is working in Bamiyan, Balkh, Jawzjan, Jalalabad, Samangan, Ghor and Herat Provinces. ActionAid Afghanistan as part of its humanitarian work is calling for quotations from suppliers across the country.

### **2. Scope of Work/Goods Required for this proposal:**

Action Aid Afghanistan (AAA) is looking for eligible Logistic & Transportation companies who can transport Construction Materials for Pashtun Zarghon, Chesht-e-Sharif, Kushk-e-Kohna, Obe, Shindand & Karukh of Herat Province, Afghanistan, based on the attached BoQs for each district.

The construction materials need to be carried out from the districts to their sub-locations as directed by our regional engineers.

### **1. General Terms:**

- 1.1 The winning company must physically start the delivery of the materials within 5 days (calendar days) after receiving the purchase order OR based on the ActionAid Afghanistan's technical team schedule and request.
- 1.2 ActionAid Afghanistan is committed in providing the best services to the communities and strictly following standards of the project/deliverables. In case of poor quality of work and/or services, the AAA team reserves the right to reject the items and request a better one if the vendor fails to fulfill the requirement(s). AAA also reserves the right to cancel the contract at any time / stage with no compensation to the vendor at all.
- 1.3 ActionAid, Afghanistan reserves the right to award all or part of the RFQ to a vendor or not to make the award at all.
- 1.4 ActionAid reserves the right to inspect and verify the quality of the items before delivery.
- 1.5 Any modifications in specifications and quality of the items by the vendor are not acceptable.
- 1.6 More than one proposal by a single vendor will lead to rejection of both/all proposals.
- 1.7 Only AAA has the right to amend the project specifications or the project completion date.
- 1.8 All the transportations are the responsibility of the vendor, and AAA will not pay any extra amount for that rather than what is in the contract.

**2. Vendor Selection Criteria:**

- 2.1 Preference will be given to a highly competitive bid that meets the project requirements.
- 2.2 The AAA's Internal Procurement Committee (IPC) will be in charge of evaluation of bids and selection of the winning proposal.

**3. Eligibility of Applicants:**

- 3.1 The vendors must have a valid and updated license from AISA or the Ministry of Commerce.
- 3.2 Only logistic and Transportation companies are eligible to bid other than will not be considered for the evaluation.
- 3.3 Bids must be signed, stamped, dated, and sealed otherwise may lead to disqualification of the bid.
- 3.4 Companies with similar experience might be preferred.

Applicants cannot apply for this proposal if they:

- 3.5 Are not registered companies of the Afghan Government or local authorities in Afghanistan?
- 3.6 Are bankrupt or in the process of going bankrupt?
- 3.7 Have been convicted for an offense concerning professional conduct.
- 3.8 have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)
- 3.9 Are guilty of serious misinterpretation in supplying information.
- 3.10 Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission.
- 3.11 Were declared at the serious fault of implementation owing to a breach of their contractual obligations.

**4. Prices:**

- 4.1 Vendors must provide the most competitive price in Afghani currency there is no compromise on the quality or materials and work, any bid in a currency other than Afghani will be disqualified.
- 4.2 All quotations must abide the Government of Afghanistan Tax regulations. Offered prices must be inclusive of all relevant taxes and duties and other clearance costs.
- 4.3 Prices for the above items should be valid for 30 days. Please clearly indicate price validity in your offer. In case of validity is not specified, prices are considered valid for 30 days.
- 4.4 This will be a fixed price project and no changes in price will be acceptable once both parties have signed the contract.

**5. Tax**

- 5.1 The prices should be inclusive of taxes, 2% or 7% (based on nature of registration) tax will be withheld from the total price at source as per law of the land. There is no negotiation on this at any stage.

**6. Delivery Address(s):**

- 6.1 The required materials are requested for different locations of the Pashtun Zarghon, Chesht-e-Sharif, Kushk-e-Kohna, Obe, Shindand & Karukh of Herat Province and supplier is responsible to deliver the materials based on the AAA site engineers.

**7. Conflict of Interest / Non-Collusion:**

Any bidder is required to confirm in writing....

- 7.1 That none of the directors or senior managers of the company are related to any of the directors and staff of Action Aid Afghanistan which may affect the outcome of the selection process. If there are such connections the bidder is required to disclose all the details along with the bid document.
- 7.2 That it has not communicated to anyone other than Action Aid Afghanistan the amount or approximate amount of the tender.

- 7.3 That it has not and will not offer to pay or give any sum of money commission, gift, inducement, or another financial benefit directly or indirectly to any person for doing or omitting to do any act about the tender process. Any such attempt will result in the company being blacklisted by ActionAid Afghanistan.

**8. Documents:**

- 8.1 The following documents must be submitted together with the bid:
- 8.1.1 Copy of valid business license
  - 8.1.2 Copies of company president and vice president Tazkira (NID)
  - 8.1.3 Letter of reference for the authorized person for further contacts or negotiation if required.
  - 8.1.4 Relevant work experience documents should be attached with the RFQ
- 8.2 The following documents will be requested from the vendor after the issuance of the purchase order and/or contract:
- 8.2.1 Vendors' bank account details
  - 8.2.2 Original Commercial Invoice
  - 8.2.3 Any other supporting documents if requested by AAA.
- 8.3 Please do not submit any extra document(s) until and unless requested.

**9. Payment Conditions:**

- 9.1 There will be no advance or instalment payment to the vendor.
- 9.2 Payment will be made to the company through bank or cheque within 15 working days.
- 9.3 The payment will be made once the project has been completed 100% and the work completions certificate or goods received note and original invoice reached to Kabul office.

**10. Penalties:**

The exact work schedule will be shared and fixed during contracting. In the event of a delay in work caused other than by force majeure the Client is entitled to impose a contractual penalty of 2% will be charge for each week of daily up to a maximum of 8% from the sum of purchase order/contract price. At the meantime AAA reserve the right to cancel the contract with zero compensation for works, services or the deliverable made by the vendor. If the vendor does not work based on the quality for which the rate has been contracted, ActionAid reserves the right not to pay any amount, blacklist the vendor or make a deduction from the final payment based on its best judgment/market price of the quality delivered.

**11. Force Majeure:**

Force majeure is defined as a natural disaster, earthquake, landslide, flood, war, armed conflict, and pandemic. In the event of force majeure, the vendor shall inform the client within 24 hours. Action Aid Afghanistan and the vendor shall amicably decide further action after force majeure. Force majeure shall have an official declaration by the government.

**12. Termination of Contract:**

The client may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the vendor at least 5 days written notice.

The client may terminate the contract with immediate effect by giving written notice to the vendor and claim any losses (including all associated costs, liabilities, and expenses including legal costs) back from the Vendor at any time if the vendor:

A. becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or

In the event of termination, all existing purchase orders must be completed.

### 13. Late Tenders:

Tenders received after the closing date and time will not be considered.

### 14. Submission of Bids:

ActionAid reserves the right to choose either one or multiple vendors to ensure value for money.

The sealed bids must be submitted in hard copies to Country Office the address ActionAid Afghanistan, House no. 11, Street no. 11, Old Taimani, District 10, Kabul, Afghanistan.

Deadline for the submission of the bids before 4:00 PM local times, October 15, 2023.

You can share your queries or concerns to [procurenet.kabul@actionaid.org](mailto:procurenet.kabul@actionaid.org).

**Note:** Please sign and stamp all pages.

### Vendor details:

Company name: .....

Name of signatory: .....

Title: .....

Contact Number (s): .....

Email Address(s): .....

Date: .....

Sign and stamp: .....